

THREE WAY AGREEMENT

Between

Colorado Department of Local Affairs, Associated Governments of Northwest Colorado,

And

Routt County

WHEREAS, the Colorado Department of Local Affairs, hereinafter DOLA, has contracted with the Associated Governments of Northwest Colorado, Hereinafter AGNC, to provide technical assistance/mini grants in the counties of Routt, Moffat, Rio Blanco, Garfield, and Mesa and membership municipalities within AGNC, and

WHEREAS, Routt County, hereinafter the Community, has requested assistance through this program to assist in a Fairgrounds Entrance Renovation, and

WHEREAS, the DOLA and AGNC desire to assist local governments and political subdivisions of the State that are experiencing social and economic impacts resulting from the development of energy/mineral resource industries in Colorado, and

WHEREAS, it is necessary and desirable to specify these services, the desired end product and the responsibilities of DOLA, the AGNC and the Community in completing this mini-grant project.

Now, THEREFORE, it is hereby agreed that:

I. SCOPE OF PROJECT

AGNC shall provide the services to the community as detailed in Attachment A, Scope of Services entitled "Community Services" dated February 28, 2019.

II. COST ESTIMATE

Work will be billed to the community at completion of the final work task. The total project cost on this sub contract is estimated to be \$10,000 and the community is required to contribute or match 50/50 the total sub grant amount (not to exceed \$5,000) of \$5,000 of the project costs to cover \$5,000 of grant funds (eligible expenses)

III. Payments

The (contractor) shall submit an invoice to the community upon completion of the services. Once paid, The Community will submit all invoices and proof of payment to the AGNC for

reimbursement of the local match, up to \$5,000, based on any prorated savings.
Documentation will be sent to the following;

Associated Governments of Northwest Colorado
Attn: Tiffany Pehl
P. O. Box 593
Grand Junction, CO 81502

IV. DOLA Responsibilities

Kimberly Bullen, Northwest Regional Manager, will monitor the Project on behalf of DOLA.

V. COG's Responsibilities

AGNC will provide the personnel and administrative oversight to accomplish the objective as described. Employees of the AGNC may do some necessary research, plans and prepare documents in accordance with the scope of work. Employees of the AGNC will review documentation submitted by the Community and prepare the reimbursement. The AGNC will be responsible for completing reporting and reimbursement requests to DOLA, per contract EIAF 8825.

VI. Community Responsibilities

The Community will be responsible for entering into the agreement with the service provider to complete the work. The Community will provide all required documentation to the AGNC, including invoices for work completed, proof of payment and project completion report.

VII. Period of Performance

This agreement will be deemed valid by the authorized signatures and it is anticipated that work can begin when fully executed and completed by 1/31/2019.

VIII. Change and Termination

The AGNC, the Colorado Department of Local Affairs, or the Community may, from time to time, require changes in the Scope of Services of this agreement. In the event changes are required, they must be made with the agreement of all parties. Either party may terminate this agreement by giving written notice of such termination and specifying the effective date thereof, at least thirty (30) days before the proposed dated of termination.

Attachment A – Scope of Services

1. Work Description
2. Budget
3. Performance timeframe

IX. Signatures

Community Representative Signature



AGNC Executive Director Signature

Date

April 10, 2019

Date

DOLA NW Regional Manager Signature

Date

ATTACHMENT A

Scope of Services

1. PROJECT DESCRIPTION, OBJECTIVES and REQUIREMENTS

See attached grant application.

2. TIME OF PERFORMANCE

The Project shall commence upon the Effective Date of this agreement and shall be completed on or before January 31, 2020.

Performance of this Contract shall commence as soon as practicable after the Effective Date of this Contract; provided however; that the Community shall not be entitled to payment for any performance rendered before the Effective Date and shall not be eligible for reimbursement of any expenses incurred before the Effective Date. The Community shall undertake and perform its obligations hereunder as set forth in Attachment A. The Community agrees that time is of the essence in the performance of its obligations under this Contract.

3. BUDGET

See attached grant application.



ASSOCIATED GOVERNMENTS
OF NORTHWEST COLORADO

**ASSOCIATED GOVERNMENTS OF NORTHWEST COLORADO
2019 TECHNICAL ASSISTANCE GRANT APPLICATION**

Funded by the Associated Governments of Northwest Colorado
in cooperation with the Colorado Department of Local Affairs
Energy and Mineral Impact Assistance Program

Associated Governments of Northwest Colorado (AGNC) is soliciting proposals for technical assistance projects from its membership. A total of \$100,000 is available to fund 2019 technical assistance projects for AGNC full membership only.

This Grant Application Package contains the following:

- ◆ 2019 Technical Assistance Grant Guidelines
- ◆ 2019 Technical Assistance Grant Application Form

Applications for AGNC's Technical Assistance Grant Program are **due by 5:00 p.m., Thursday, February 28, 2019. All grant applicants will be required to make a five-minute presentation via conference call.** Funding will be provided for projects that begin after the grant is awarded and completed by January 31, 2020. This is a reimbursement grant program and funds will be paid to grantees when the project is complete and receipts, invoices, and proof of payment for each are submitted.

Please submit completed applications to:

**Associated Governments of Northwest Colorado
Attn: Tiffany Pehl
P.O. Box 593
Grand Junction, CO 81502
e-mail to: tiffany@agnc.org**

If you have any questions regarding AGNC's Technical Assistance Grant Program, please contact Bonnie Petersen or Tiffany Pehl at 970-665-1095.

2019 TECHNICAL ASSISTANCE GRANT GUIDELINES

Eligibility:

- ◆ Grants are only awarded to towns or counties that are members in good standing of the Associated Governments of Northwest Colorado (AGNC).
- ◆ Only one application per member jurisdiction will be considered for funding each cycle/year.
- ◆ To be eligible for funding, each applicant must give a presentation and answer questions related to their grant proposal.
- ◆ ***After the grants have been awarded, any change in scope to a funded project must be submitted in writing to the AGNC Executive Committee for approval.***
- ◆ ***Project status reports are due to AGNC no later than June 15th, August 15th, October 15th and December 15th.***

Types of Grants:

- ◆ Cash awards will be made up to \$5,000 to be determined by the AGNC Executive Committee, totaling no more than \$100,000 for all grant awards combined.
- ◆ Grant funding will be paid on a reimbursement basis only.
- ◆ The AGNC board reserves the right to adapt these guidelines to serve the needs of communities and to make adjustments to the amount of available funding.

Use of Grant Funds:

- ◆ Eligible projects must begin no sooner than the execution date of the grant awarded to the jurisdiction and be completed no later than January 31, 2020.
- ◆ Funding will be awarded to projects that help a community make a positive and visible impact on a community. Eligible projects will fit into one or more of the following categories, and must demonstrate positive outcomes for the community:
 1. **Increase Economic Competitiveness:** Any project designed to meet the needs of main street/downtown that will help improve the local economy and help support the local sales tax base. Projects may include small capital projects, downtown assessments, marketing and promotions, business support, etc.
 2. **Improve Safety and Health:** Any project designed to address safety or health concerns in a community such as small capital improvements, planning/analysis, or research.
 3. **Improve planning and investment:** Any research, planning, analysis, community survey, meeting facilitation, or special land use project designed to develop a better understanding of future needs, current conditions, and to develop appropriate policies.
 4. **Increase organizational capacity:** Support organizational development through trainings, community surveys, meeting facilitation, or financial analysis as examples.
- ◆ Funds may be used to hire contractors and pay related expenses. Examples of eligible uses of funds include main street related projects, small scale capital projects, research, special land use planning projects, training, community surveys, and meeting facilitation.
- ◆ **Grant funds may not be used to supplant regularly budgeted staff or project funds.**

- ◆ **Grant funds may not be used to purchase equipment (rolling stock, office equipment, normal operating equipment, etc.) or real property of any type.**
- ◆ **The mini-grant program requires a dollar for dollar cash match.**
- ◆ Documentation of cash expenditures, and selection of contractors/consultants must comply with the following:
 1. If a project involves Construction Plans and Specs (Engineer or Architectural Services), such construction plans and specifications shall be drawn up by a qualified engineer or architect licensed in the State of Colorado, or pre-engineered in accordance with Colorado law, and hired by the mini-grant grantee through a competitive selection process.
 2. If a project involves a Bid Selection Process, a bid contract shall be awarded to a qualified firm through a formal selection process, or following the jurisdiction's established procurement policy, with the mini-grant grantee being obligated to award the contract to the lowest responsible bidder meeting the mini-grant grantee's specifications.
 3. If a project involves retention of Consultant Services, a contract shall be awarded to a qualified firm through a formal Request For Proposal (RFP), competitive selection process, or following the jurisdiction's established procurement policy.
 4. A bid process may begin prior to the awarding of the AGNC grant; however, a contract shall not be award to a bidder until AFTER the grantee's mini-grant has been executed through AGNC.
 5. Submit quarterly status reports outlining project status, anticipated completion date, and a review of the budget to date.
 6. Submit a copy of all invoices and expenses paid for contract services at the completion of the project. Reimbursement will occur when the project is complete.
- ◆ Recipients of cash awards will sign a letter of agreement including these guidelines. This is a reimbursement grant in that grant funds will be sent to the grantee once the project is completed.

AGNC 2019 TECHNICAL ASSISTANCE GRANT APPLICATION

1. **Jurisdiction** ROUTT COUNTY
2. **Name of Person Completing Application** JILL DELAY _____
Address _POB 1000/398 S. POPLAR ST. HAYDEN, CO 81639_____
Phone Number _970-276-3068__ **e-mail address** _jdelay@co.routt.co.us__
3. **Project Title** FAIRGROUNDS ENTRANCE RENOVATION
4. **Name of Person Responsible for Completion of Project:** JILL DELAY, FAIRGROUNDS MANAGER/FAIR COORDINATOR; STEVE FAULKNER, FACILITIES MANAGER, PUBLIC WORKS
Address__ POB 1000/398 S. POPLAR ST. HAYDEN, CO 81639_____
Phone Number _970-276-3068__ **e-mail address** _jdelay@co.routt.co.us_____

5. Total Cost of Project \$10,000

Amount Requested \$5,000 Cash Match Provided \$5,000

6. **Please provide the following information. Use a separate attachment if necessary (two pages maximum):**

A. Briefly describe the project. Why is the project needed at this time? How does the implementation of this project address the need?

The current project is a renovation of the Routt County Fairgrounds entrance. The project is needed at this time because the current entrance was built in approximately 1965. It consists of a welded, metal pipe double gate that is currently unusable as the welds have broken. Considering there have been several occasions where rodeo stock has jumped fences within the grounds, it is imperative that we are able to secure our perimeter. There is an archway of two 1-inch metal pipe flag poles with "Routt County Fairgrounds" cut out of flat metal and welded between the flagpoles. With the weight of flags, the poles bend in the wind. Two years ago we tried to put a "Welcome to the Fair" banner between the flagpoles. The wind whipped up and bent the poles almost to the ground. This safety hazard required the removal of the banner and sometimes allows flags to be flown only during fair time when staff is available to monitor the poles.

This project would allow a new, updated, inviting, aesthetically pleasing and safe entrance with gates that close helping to secure the perimeter as necessary.

B. Explain why this project is important to your community and/or the AGNC Region. What measurable results do you expect? How will these results be measured?

The main fairgrounds entrance is the face of the fairgrounds and is on a significantly busy thoroughfare street. As the County continues to make other improvements to the fairgrounds to enhance usability and aesthetics, the entrance needs to match. While the fairgrounds is owned and operated by Routt County, it is annexed into the Town of Hayden. The Town considers the fairgrounds a significant asset. As with any community asset, upkeep and visual appeal contributes to the attraction of the facility by the community, visitors and others. A local community member and regular user of the fairgrounds states it succinctly, "I believe the existing entrance to the fairgrounds is inadequate for the facilities that lie behind it. First of all, the materials themselves are not "structurally sturdy" and do not denote anything inviting. When

confronted with a chainlink fence and very little signage, one does not envision the level of the facility that is on site.”

While measurable results of a renovated fairgrounds entrance may be somewhat ambiguous to calculate, we can track rentals of the facilities before and after the entrance renovation. We can also record comments via in-person, social media, email. We expect to receive pronounced positive feedback and noticeable increase in use of the facilities. A study carried out in Chicago in the early 1980s used a method known as hedonic price estimation to measure the impact of “good” architecture on rental rates for commercial offices. Using the receipt of architectural awards as the relevant measure of “good” architecture it found that the rewarded building commanded a significant rental premium that could not be explained by other factors. A similar study was undertaken a decade later using over a hundred high grade office buildings across the United States. Again, the research found a positive correlations between design quality and market rents. We believe the concept here is the same.

Wendy Lind, an avid user of the fairgrounds, local business woman and professional horse trainer, commented similarly to Ms. Fralick, “Renovating the main entrance to the Routt County Fairgrounds would make a tremendous positive improvement, from an aesthetic as well as functional standpoint. With the undersized steel posts—devoid of address, logo, or text information—the current entrance is not welcoming. A new updated entrance, with signage and logo would not only clarify which entrance to use, it would also represent the fairgrounds in a way that is commensurate with the quality of the facility.”

C. How will this project make a positive and visible impact on your community? Which of the four categories listed above under “Use of Grant Funds” does your project fit best? Explain.

The visible impact on the community will be immediately obvious to anyone driving, walking or riding by or entering the grounds. The Town of Hayden is also currently working toward updating and improving the “entrances” to Town with new signage. The timing is excellent for a significant, obvious and visible update across the community. The renovated entrance will make have a positive impact on the community by improving the public facility, which helps create better land values in the surrounding area and by attracting more users to the fairgrounds it will be adding to the tax base. A study by the University of San Francisco in 1999 which looked at case studies across the United States has reported that the preservation and improvement of open land for public use creates a net increase in municipal tax revenues by increasing land values in the surrounding neighborhood.

The use of grant funds for this project fits into two of the eligible criteria: 1) Increase Economic Competitiveness by increasing the attractiveness of the fairgrounds which brings more people to town. We have been told on a regular basis by those who have ventured past the 54-year-old, broken entrance that “...this place is amazing...I had no idea you had so many great facilities.” This includes the “Horse Whisperer” Buck Brannaman who uses the fairgrounds annually for one of his clinics which are attended by folks from around the world and always sell out months in advance. Ms. Fralick says, “I have been to many fairgrounds where the entrance is visually strong and inviting and memorable. By being memorable, I think people will think of the facility and it would be used more. Additionally, by upgrading the entrance to reflect the level of the fairgrounds and what we have to offer, I believe locals will be more inclined to use the facility for events. Obviously, the more use the fairgrounds gets, the more benefit the local businesses get, thus community benefit.”

This project also fits into the 2) Improve Safety and Health category as the gates are broken, and the flag poles bend in the wind. If we need to close the gates for any reason (loose livestock/horses/rodeo stock or any quarantine situation) we need to be able to do so. The

flag poles need reinforced or replaced as to not worry about them snapping in the wind with a flag or banner.

D. How many people or lives will be improved either directly or indirectly through the completion of this project? Explain.

The Routt County Fairgrounds is utilized year-round by a variety of groups and individuals. Some days consist of a handful of people riding their horses and some days the grounds are full for a specific event or celebration (i.e., horse clinic, roping practice, wedding, graduation, etc.). Estimates provided by our records and event coordinators indicate that approximately 33,000 people use the fairgrounds annually. Non-scheduled activities or daily users of the fairgrounds are more difficult to count. Everyday throughout the year community members and/or visitors can be found at the fairgrounds even if it is just to meet up with a friend for a walk.

E. Assuming the project is funded, when will it begin and what is the timeframe for completion?

If the project is funded, we will begin with design immediately upon notice of award in hopes to have the project completed prior to the 2019 Routt County Fair in August if at all possible.

F. How could this project be useful to other jurisdictions in the region? Is it something that could be replicated by another jurisdiction?

This project could be easily used and replicated at any other fairgrounds or similar facility in the region.

G. Provide a budget for your project clearly listing both revenues and expenses in a table format.

	Revenue	Expense
Routt County	\$5000	
AGNC Grant	\$5000	
Renovation Design		\$1500
Renovation Construction		\$8500

**H. What is your jurisdiction's 2019 General Fund Budget Total: \$28,858,795
What is your jurisdiction's 2019 General Fund - Fund Balance (do not include restricted funds i.e. TABOR reserve) \$2,115,120**

COMMENTS: _____

Signature of Jurisdiction's AGNC Representative: B. Melton
Chair, Routt County BCC

Applications are due before 5:00 p.m., Thursday, February 28, 2019 to:

**AGNC
Attn: Tiffany Pehl
P.O. Box 593
Grand Junction, CO 81502
Or e-mail to: tiffany@agnc.org**